

# Application notes

## How to join Calibre Audio Library and get started

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Welcome to the pleasure of reading through Calibre's postal lending library of audio books. **We charge a joining fee of £35 for adults or £20 for under 16's (including VAT). Thereafter our service is completely free.** You can become a member if you:

- cannot see well enough to read print, and live in the UK or other European Union country **or**
- have dyslexia or another disability which prevents you from reading print, and live in the UK

### Calibre's service in a nutshell...

- Books available in digital MP3 format on either CD or USB memory stick, supplied and returned free of charge by post, with the additional options of streaming online or all of our Calibre recorded books, and some commercially recorded books, are available for downloading.
- A regular supply of recorded books.
- We have around 10,000 digital titles in our library. All are professionally recorded from cover to cover and include over 1,700 especially for under 16's, with more being added all the time.
- All our books are human voice recordings, not synthetic speech; many have been recorded especially for Calibre.
- All books are read in full; not abridged or edited in any way.
- No fines for late books, no charge for lost or damaged memory sticks or disks.
- A personal, quick, friendly service.

The following notes explain how to join the service and will help you complete the application form, so you can start to enjoy our books right away.

## Section 1 : Personal Details

Please give us your gender, name, date of birth, address, postcode and telephone number (with the area code). **If you use email please include an email address.**

If someone else is filling in the form for you, we need that person's details on the payment and order form so that we can check if we have any questions.

## Section 2 : Statement of eligibility

To comply with copyright and postal regulations, we need confirmation of the disability which prevents you from reading print.

- Please tick the appropriate box.
- The member (or person completing the form) should then sign to say that our books will not be copied or given to anyone who isn't eligible to use them.

## Section 3 : Adult reading choices

### What books would you like to read?

For adults joining our **postal** service the easy way to use Calibre is to tell us what sorts of books you like, and we will keep you supplied with titles we think you will enjoy. This page of the application form lists our **book categories for adults**. Please tick **no more than 8 categories** so we can choose books for you, based on your preferences.

**Under 16's will automatically be sent books we think are right for their age group.**

**In addition, all members can send us a personal reading list** and we will then send books from that list whenever possible. Many of the books in our main library are suitable for teenagers (except 'X' rated books)

The easiest way to do this is through our website. If you do not have internet access, you can buy one or more of our catalogues. The next section describes our catalogues and how to order them.

Even if you plan to set up a personal reading list, do tell us the sort of books you like so if none of the books you have requested are available, we will be able to send a book you will probably enjoy.

**For Your Ears Only** is a quarterly magazine of reading ideas and new titles recently added to the adult library. It is sent out free of charge in the member's chosen audio format to those who request it or have purchased our catalogues. We also email a printable version and it is available in audio on our website. A large print version can be sent on request.

### **X-rated books**

Many books nowadays contain strong language. If a book contains a lot of bad language, explicit sex scenes or other material which may offend members, we mark it with an X. We will not send you such books unless you tell us that you are happy to receive them. If such books are acceptable to you, please tick the box.

## **Section 4 : Printed catalogues**

### **Our online catalogue**

The most complete and up to date catalogue is on our website: [www.calibre.org.uk](http://www.calibre.org.uk). This catalogue is free. You can search by author, title, category and narrator.

### **Printed catalogues for the adult library**

We can produce large print catalogues of books you may enjoy, based on the subject headings in **Section 3** of the application form. The catalogue cost is indicated next to each subject and reflects the number of titles in the category.

### **Printed Key Stage catalogues for our members aged under 16**

These are also available to order in large print at a cost of £4 each.

### **Ordering catalogues**

If you would like your own personal catalogues please tick your chosen subjects or Key Stages in **Section 4** of the application form. If you have any queries, please contact Membership Services on 01296 432339 between 9.30am and 4.30pm.

Then add the total cost of the catalogues to **Section 6: Payment and order form** of your application form.

## Section 5 : USB memory stick players

Detailed information on the players we sell is provided in this section of the application form.

## Section 6 : Payment and order form

### All-inclusive joining package

Due to demand, Calibre is now able to offer all inclusive joining packages from just £75 for adults and £60 for under 16's – this single payment covers our joining fee plus a choice of memory stick player. As well as giving excellent value for money, our all-inclusive packages simplify joining by providing a very convenient one-stop solution.

We offer 2 players for listening to Calibre books on USB memory stick, both manufactured by Kings Access Technology:

- SONIC
- Sovereign

These are each priced at £40, including post (signed for) and packaging, when purchased individually. The total cost to join and receive your choice of USB player will be £75 for adults or £60 for under 16's, including the joining fee.

Please see **Section 5** of the application form for further details of the two players.

### Free trial

Calibre can offer a free three month trial of our postal service to anyone who qualifies to receive our books. This provides an opportunity to discover whether audio books are for you. If you wish to continue receiving audio books after the trial period, our one off joining fee is payable but there is no annual subscription thereafter.

Please note that the three month trial period covers membership only. We regret we are unable to provide trial players and cannot offer refunds on any players purchased. During the trial period, members are restricted to having a single book on loan at any time.

## Section 7 : Keeping in Touch

Information about Calibre contacting members.

## Section 8 : Questionnaire

A couple of questions to help us identify the source of members' applications

### What happens next?

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Please send your completed application form to:

Calibre Audio Library  
Aylesbury  
Bucks  
HP22 5XQ

Please remember to enclose your payment.

As soon as we receive your form, we will enter you as a member. We will send you information explaining how to use the library in both audio format and in large print. We will also send your first book. We usually do all this on the day we receive your application form.

If you have any questions or problems please contact our Membership Services Team on:

01296 432 339 or email [membershipservices@calibre.org.uk](mailto:membershipservices@calibre.org.uk)

We will be happy to help.